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19 July 1955

OFFICE OF PERSONNEL MEMORANDUM NO. \_\_\_\_\_

SUBJECT: Individual Career Planning

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1. General

a. A formal program of career planning for members of the Personnel Career Service is established in order to effect individual career planning and development on an orderly basis. This program implements the policy of the Agency career program set forth in [REDACTED]

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b. This memorandum includes career planning procedures for individuals with the Service Designation of S-P in headquarters and the field regardless of their assignment or the capacity in which they are serving. The provisions of this memorandum are not applicable to individuals serving in supergrade positions. Personnel actions affecting supergrade employees are governed by [REDACTED]

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c. The objective of career planning is to outline the general direction of an individual's future development and to specify the type of work assignments and training which will contribute to his progress toward a planned goal. The formulation of an Individual Career Development Plan provides the individual an opportunity to discuss and formulate his immediate and long-range career plans and to receive counsel and guidance in reference to the possibility and means of implementing such plans. Approved plans on record will assist the Agency in meeting requirements for qualified personnel and at the same time further the progress of individuals in work areas in which they are interested.

2. Policy

a. Effective as of 1 January 1956 an Individual Career Development Plan, approved by the Head of the Personnel Career Service, will be required for each member of the CIA Career Staff with the Service Designation of S-P prior to effecting any personnel action regarding his promotion or reassignment. This requirement may be waived for a period of six months for an individual returning from a PCS overseas tour of duty.

b. Formal career plans will not be required until an individual has achieved Career Staff status unless, in the opinion of the individual or his supervisor(s), documentation of plans for such employees are required or desirable. The Personnel Career Board will prescribe standards for training individuals during their trial service and provisional periods and for providing them with experience in a variety of assignments. The Chief of the Staff or Division to which the individual is assigned will be responsible for taking the necessary action to ensure that these general requirements are met.

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c. Individual Career Development Plans will be prepared initially by each individual with the assistance of his supervisor (Chief of Staff or Division or his designee). A Development Committee composed of three persons; namely, the Personnel Career Management Officer (PCMO), the Chief of Staff or Division having jurisdiction over the individual, and an additional appropriate senior official, will collaborate with the individual in the final preparation of his career plan. A Plan, forwarded to the Chairman of the Personnel Career Board, will be endorsed by the individual concerned and all members of his Development Committee.

d. Individual Career Development Plans will consist of proposals which would, when implemented, increase the individual's capacity for service to the Agency. Such plans will be compatible with the individual's capabilities and, in so far as possible, with his career interests in terms of the present and anticipated personnel needs of the Agency. A proposal for changes in a Plan may be initiated by an individual at any time subsequent to the initial preparation of the Plan. Major changes or revisions are subject to the same review and approval as the original Plan.

e. Individual Career Development Plans will be reviewed by the Executive Committee of the Personnel Career Board and approved by the Head of the Personnel Career Service. An individual's approved career plan will be subsequently considered in connection with the approval of all personnel and training actions affecting him. This is not intended to restrict desirable flexibility of action, but rather to ensure that any actions which deviate from a career plan are taken after serious consideration of all pertinent factors. The approval of major changes in the course of an individual's progress will be accompanied by appropriate modification of his career plan.

### 3. Responsibilities

a. The Executive Committee of the Personnel Career Board will review Individual Career Development Plans submitted in accordance with this memorandum and will evaluate the progress of those individuals toward the goals planned.

b. The Personnel Career Management Officer will

(1) Arrange for the consideration and review of Individual Career Development Plans and will be responsible for the final preparation and submission of such Plans. In order to regulate the flow of career plans being processed, the PCMO will determine priorities in reference to the processing of Plans. He will collaborate with the Chief of the Staff or Division to which the individual is assigned in reference to the convening of each Development Committee and in the determination of priorities for the processing of Individual Career Development Plans.

(2) Notify in writing the individual through his Staff or Division Chief that his career plan is to be considered by a Development Committee and provide the individual with a Biographic Brief, based on information contained in the Official Personnel Folder, and instructions in reference to the initial preparation of his Plan.

c. Chiefs of Staffs and Divisions are responsible for ensuring that individuals under their jurisdiction initiate their Plans and that immediate supervisors or other appropriate officials assist the individuals and the Career Management Officer in the preparation of Plans.

#### 4. Procedures

a. On the request of the CMO each individual will draft a statement of his career interests and plans to cover a period from two to five years wherein he expresses his proposals for training, rotation, reassignment, or retention in his present assignment. This statement will serve as a basis for a discussion between the individual and his Development Committee.

b. The proposed Plan and Biographic Brief of the individual will be prepared in quadruplicate. Attached is a suggested outline which may be followed or modified, as appropriate, in the preparation of the Plan.

c. The original and two copies of both the Plan and the Biographic Brief will be submitted to the Executive Committee of the Board. The original and copies of the Plan will be endorsed by the individual and the members of his Development Committee.

d. Subsequent to the approval by the Head of the Personnel Career Service the original and copies of the Plan and the Biographic Brief will be processed as follows:

(1) The original copy (including the Biographic Brief) will be filed in the Official Personnel Folder of the individual concerned.

(2) The second copy will be returned to the CMO who will review the approved aspects of the Plan requiring formal implementation and appropriately record necessary action to be taken. This copy will then be filed in the records of the Personnel Career Board.

(3) The third copy will be returned through command channels to the individual concerned.

(4) The fourth copy, held by the CMO as a reference copy during the processing, will be destroyed.